

Managing Leaves of Absence (Paid and Unpaid)

The Enter and Maintain Leave Status business process is used to place salaried employees in a paid or an unpaid leave status. Hourly employees are paid for hours worked, so this business process does not apply to them. Placing an employee on leave status is either keyed manually by agencies or loaded automatically for agencies that are uploading their job data transactions using the Employee Data Upload File (HR003).

Outside the Cardinal system, Agency HR will examine paperwork related to the change in leave status prior to entering data in Cardinal.

Link the employee to the Leave of Absence checklist as a guide through the COVA Leave of Absence tasks to complete. For further information on Cardinal Checklists see the Job Aid titled **HR351 Using a Checklist**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

This Job Aid is intended for use by Agency HR to:

- Change the employee's status in the Cardinal system to Leave of Absence (Paid or Unpaid)
- Update the employee's pay group to (e. g. NS1 or NS2) with an effective date of the beginning of the next pay period.
- If the Employee is on STD, change the Holiday Schedule to HOLSTD.
- Extend the employee's expected return date.
- Return the employee from leave.
- Update the employee's pay group to (e. g. SM1 or SM2) with an effective date of the beginning of the next pay period.
- If the Employee was on STD, change the Holiday Schedule back to HOLSAL.

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Human Resources Job Aid

HR351: Managing Leaves of Absence

Paid Leave of Absence (PLA)

1. Navigate to the **Job Data** page using the following path:

Navigator > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.

Job Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID

begins with ▼

Empl Record

= ▼

Name

begins with ▼

Last Name

begins with ▼

Second Last Name

begins with ▼

Alternate Character Name

begins with ▼

Middle Name

begins with ▼

☐ Include History ☐ Correct History ☐ Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

Basic Search

Save Search Criteria

2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.
3. Click the **Search** button.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. For further information on searching for employees, refer to the WBT **NAV205 Fluid Navigation Tips**. This WBT can be found on the Cardinal website in **Job Aids** under **Learning**.



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HR351: Managing Leaves of Absence

The **Job Data** page for the applicable employee displays with the **Work Location** tab displayed by default.

Workforce Administrator Job Data

Employee Empl ID Empl Record 0

Work Location Details

*Effective Date 06/02/2020

Effective Sequence 0

HR Status Active

Payroll Status Active

Position Number UMWHR015

Office Manager

Position Entry Date 06/02/2020

Action Hire

Reason New Hire

*Job Indicator Primary Job

Current

Go To Row

- Click the **Add a New Row** icon (+) to add a new effective dated row.

A new effective dated row displays.

Workforce Administrator Job Data

Employee Empl ID Empl Record 0

Work Location Details

*Effective Date 11/30/2020

Effective Sequence 0

HR Status Active

Payroll Status Active

Position Number UMWHR015

Office Manager

Position Entry Date 06/02/2020

Action Hire

Reason New Hire

*Job Indicator Primary Job

Current

Go To Row

Note: When adding a new effective dated row, Cardinal copies the data from the previous row to reduce the amount of data entry required.

- The **Effective Date** field defaults to the current system date. Update this date as needed using the **Calendar** icon.

Note: For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

- Select the **"Paid Leave of Absence"** option using the **Action** field drop-down button.
- Select the applicable reason in the **Reason** field using the drop-down button.



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Note: For further information on Actions and Action Reasons, see the Job Aid titled **HR351 Action/Action Reasons**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

- Once the applicable reason is selected, press the **TAB** key.

The **Job Data** page refreshes.

Cardinal Homepage Job Data

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Employee Empl ID Empl Record 0

Work Location Details ? 1 of 3

*Effective Date 01/10/2021

Effective Sequence 0

HR Status Active

Payroll Status Leave With Pay

*Action Paid Leave of Absence

Reason Personal

*Job Indicator Primary Job

Go To Row + -

Current

- Scroll down to the bottom of the page.

Last Start Date 01/01/2021

Expected Job End Date

Expected Return Date

Last Date Worked 01/09/2021

STD Claim Number

☐ Override Last Date Worked

Layoff Notice Date

☐ Recall Eligibility Flag

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Notify Refresh Update/Display Include

Work Location Job Information Job Labor Payroll Salary Plan Compensation

- Select the employee's expected date of return using the **Expected Return Date Calendar** icon.
- If the Leave reason is Short Term Disability (STD) and the Agency HR has received the STD Claim Number navigate to the STD Claim Number field and enter the claim number for this transaction. If the Agency HR does not have this information it can be entered at a later date.
- Click the **Payroll** link at the bottom of the page.

Note: If the leave action is **NOT** on the **first day of the pay period** do NOT change the pay group at this time. Instead move to the step 14 to change the Holiday Schedule to HOLSTD. You will then continue to the **Updating the Pay Group for Return from Leave Processing** section to insert another row and make the change to the Pay Group with an effective date of the first day of the next pay period.

Note: If your agency does not use Cardinal Payroll, proceed to Step 16.



Human Resources Job Aid

HR351: Managing Leaves of Absence

The **Payroll** tab displays.

The screenshot shows the 'Payroll' tab in the Cardinal HR351 system. The 'Payroll Information' section displays the following details:

- Effective Date: 01/10/2021
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Leave With Pay
- Payroll System: Payroll for North America
- Absence System: Absence Management
- Action: Paid Leave of Absence
- Reason: Personal
- Job Indicator: Primary Job
- Current: Current

The 'Payroll for North America' section shows the following fields:

- Pay Group: SM1 (highlighted with a red box)
- Semimonthly Class (SATFRI07)
- Employee Type: S (highlighted with a red box)
- Salaried
- Holiday Schedule: HOLSAL (highlighted with a red box)
- Sal.HolSch
- Tax Location Code: 760 (highlighted with a red box)
- Richmond (City)

- Click the **Pay Group** field **Look Up** icon and select the **"NS1 – S/M Class No Sal (SUNSAT07)"** pay group. This will stop the salary from processing automatically. No pay will be on the Paysheet created unless additional pay (i.e., severance pay) or Single Use Payroll Online Tool (SPOT) transactions have been entered for the employee.

Note: As part of Payroll Processing the Payroll Team will run reports defining those that are on Leave of Absence with a Pay Group of NS1. The Payroll Team will then monitor those identified in the Absence Management system for exception leave hours. Depending on the type of leave taken the pay may be processed using different funding account codes and paid through SPOT.

The page refreshes.

The screenshot shows the 'Payroll for North America' section after the update. The following fields are highlighted with red boxes:

- Pay Group: NS1 (highlighted with a red box)
- S/M Class No Sal (SUNSAT07)
- Employee Type: S (highlighted with a red box)
- Salaried
- Holiday Schedule: HOLSTD (highlighted with a red box)
- HolSch-STD
- Tax Location Code: 760 (highlighted with a red box)
- Richmond (City)

Other visible fields include:

- GL Pay Type: (empty)
- FICA Status: Subject
- Combination Code: (empty)
- Edit ChartFields

- Update the **Holiday Schedule** to HOLSTD only if the employee is on Short Term Disability leave. Otherwise, do not update.
- The remaining fields in the **Payroll for North America** section update based on the pay group selected. Review as needed.
- Click the **Save** button.



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Save Return to Search Notify Refresh Update/Display Include

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

The **Payroll** tab refreshes.

< Cardinal Homepage Job Data

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Empl ID
Employee Empl Record 0

Payroll Information ?

Effective Date 01/10/2021

Effective Sequence 0

HR Status Active

Payroll Status Leave With Pay

Action Paid Leave of Absence

Reason Personal

Job Indicator Primary Job

Go To Row

Current

Running the Employee Activity Report

17. To run the Employee Activity Report for the employee, use the following navigation:
Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report
18. Run the **Employee Activity Report** for the employee.
Note: For further information on reports, see the **HCM Reports Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.
19. Print the report and place the printed transaction in the employee file for future audit requests.

Updating the Pay Group for Leave Processing

If the effective date of the leave transaction does not fall on the first date of the pay period, a new row must be added in order to update the pay group using an Effective Date of the first day of the next pay period.

20. Navigate to the Job Data page using the following path:
21. Navigator > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.



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Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

22. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the Empl ID field.
23. Click the Search button.

< [Cardinal Homepage](#) **Job Data**

[Work Location](#) [Job Information](#) [Job Labor](#) [Payroll](#) [Salary Plan](#) [Compensation](#)

Employee Empl ID

Empl Record 0

Work Location Details ? | < < 1 of 3 > >

*Effective Date

Effective Sequence

HR Status Active

Payroll Status Leave With Pay

*Action

Reason

*Job Indicator

[Go To Row](#) [+](#) [-](#)

24. Click the Add a New Row icon (+) to add a new effective dated row.
- A new effective dated row displays.



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Cardinal HR351: Managing Leaves of Absence - Work Location Details

Employee: [Redacted] Empl ID: [Redacted] Empl Record: 0

Work Location Details (1 of 4 rows)

*Effective Date: 09/10/2021

Effective Sequence: 0

HR Status: Active

Payroll Status: Leave With Pay

*Action: Data Change

Reason: Status Change

*Job Indicator: Primary Job

Calculate Status and Dates

Position Number: DU9000

Note: When adding a new effective dated row, Cardinal copies the data from the previous row to reduce the amount of data entry required.

25. The **Effective Date** field defaults to the current system date. Update this date to be the first day of the next pay period.
26. Select the “**Data Change**” option in the **Action** field using the drop-down button.
27. Select the “**Status Change**” option in the **Reason** field using the drop-down button.
28. Click the **Payroll** tab.

Cardinal HR351: Managing Leaves of Absence - Payroll Information

Employee: [Redacted] Empl ID: [Redacted] Empl Record: 0

Payroll Information (1 of 4 rows)

Effective Date: 09/10/2021

Effective Sequence: 0

HR Status: Active

Payroll Status: Leave With Pay

Action: Data Change

Reason: Status Change

Job Indicator: Primary Job

Payroll System: Payroll for North America

Absence System: Absence Management

Pay Group: NS1

Employee Type: S

Tax Location Code: 760

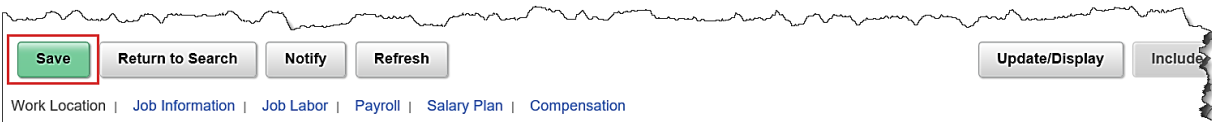
Holiday Schedule: HOLSTD

FICA Status: Subject

29. Click the **Pay Group** field **Look Up** icon and select the “**NS1 – S/M Class No Sal (SUNSAT07)**” pay group. This will stop the salary from processing automatically. No pay will be on the Paysheet created unless additional pay (i.e., severance pay) or Single Use Payroll Online Tool (SPOT) transactions have been entered for the employee.

Note: As part of Payroll Processing the Payroll Team will run reports defining those that are on Leave of Absence with a Pay Group of NS1. The Payroll Team will then monitor those identified in the Absence Management system for exception leave hours. Depending on the type of leave taken the pay may be processed using different funding account codes and paid through SPOT.

30. Click the **Save** button.



Running the Employee Activity Report

To run the Employee Activity Report for the employee, use the following navigation:

Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report

31. Run the **Employee Activity Report** for the employee.

Note: For further information on reports, see the **HCM Reports Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.

32. Print the report and place the printed transaction in the employee file for future audit requests.



Unpaid Leave of Absence (LOA)

1. Navigate to the **Job Data** page using the following path:

Navigator > Workforce Administration > Job Information > Job Data

Note: If the Leave Without Pay (LWOP) absence is more than 14 consecutive calendar days, the absence is reported to Agency HR, who will determine the proper status to assign to the leave of absence.

The **Job Data Search** page displays.

2. Search for the applicable employee by entering the Employee ID the **Empl ID** field.
3. Click the **Search** button.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. For further information on searching for employees, see the WBT titled **NAV205 Fluid Navigation Tips**. This WBT can be found on the Cardinal website under **Learning**.



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The **Job Data** page for the applicable employee displays with the **Work Location** tab displayed by default.

Workforce Administrator Job Data

Employee Empl ID Empl Record 0

Work Location Details

*Effective Date 06/02/2020

Effective Sequence 0

HR Status Active

Payroll Status Active

Position Number UMWHR015

Position Entry Date 06/02/2020

*Action Hire

Reason New Hire

*Job Indicator Primary Job

Go To Row + -

- Click the **Add a New Row** icon (+) to add a new effective dated row.

A new effective dated row displays.

Workforce Administrator Job Data

Employee Empl ID Empl Record 0

Work Location Details

*Effective Date 11/30/2020

Effective Sequence 0

HR Status Active

Payroll Status Active

Position Number UMWHR015

Position Entry Date 06/02/2020

*Action Hire

Reason New Hire

*Job Indicator Primary Job

Go To Row + -

Note: When adding a new effective dated row, Cardinal copies the data from the previous row to reduce the amount of data entry required.

- The **Effective Date** field defaults to the current system date. Update this date as needed using the **Calendar** icon.

Note: For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

- Select the **"Leave of Absence - Unpaid"** option using the **Action** field drop-down button.



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7. Select the applicable reason in the **Reason** field using the drop-down button.

Note: For further information on Actions and Action Reasons, see the Job Aid titled **HR351 Action/Action Reasons**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

8. Once the applicable reason is selected, press the **TAB** key.

The **Job Data** page refreshes.

Cardinal Homepage Job Data

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Employee Empl ID Empl Record 0

Work Location Details ? 1 of 3

*Effective Date 01/10/2021 Go To Row + -

Effective Sequence 0

HR Status Active

Payroll Status Leave of Absence

*Action Leave of Absence - Unpaid

Reason Leave of Absence Personal

*Job Indicator Primary Job

Current

9. The **HR Status** and **Payroll Status** fields automatically update after selecting the action and action reason. Validate that the HR Status displays as “**Active**” and the Payroll Status displays as “**Leave of Absence**”.

Scroll down to the bottom of the page.

Last Start Date 01/01/2021

Expected Job End Date

Expected Return Date

Last Date Worked 01/09/2021

STD Claim Number

☐ Override Last Date Worked

Layoff Notice Date

☐ Recall Eligibility Flag

Job Data Employment Data Earnings Distribution Benefits Program Participation

Save Return to Search Notify Refresh Update/Display Include

Work Location Job Information Job Labor Payroll Salary Plan Compensation

10. Select the employee's expected date of return using the **Expected Return Date Calendar** icon.
11. Click the **Payroll** link at the bottom of the page.

Note: If the leave action is **NOT** on the **first day of the pay period** do NOT change the pay group at this time. Instead move to the step to change the Holiday Schedule to HOLSTD. You will then continue to the **Updating the Pay Group for Return from Leave Processing** section to insert another row and make the change to the Pay Group with an effective date of the first day of the next pay period.



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Note: If your agency does not use Cardinal Payroll you will not update fields on the Payroll tab.

The **Payroll** tab displays.

Cardinal Homepage Job Data

Work Location Job Information Job Labor **Payroll** Salary Plan Compensation

JOHN DOE Empl ID 00923581900
Employee Empl Record 0

Payroll Information 1 of 3

Effective Date 01/10/2021 Go To Row

Effective Sequence 0 Action Leave of Absence - Unpaid
HR Status Active Reason Leave of Absence Personal
Payroll Status Leave of Absence Job Indicator Primary Job Current

Payroll System Payroll for North America
Absence System Absence Management

Payroll for North America

Pay Group SM1 Semimonthly Class (SATFRI07)
Employee Type S Salaried Holiday Schedule HOLSTD HolSch-STD
Tax Location Code 760 Richmond (City)

- Click the **Pay Group** field **Look Up** icon and select the “**NS1 – S/M Class No Sal (MONSUN07)**” pay group. This will stop the salary from processing automatically. No pay will be on the Paysheet created unless additional pay (i.e., severance pay) or Single Use Payroll Online Tool (SPOT) transactions have been entered for the employee.

Note: For more information about Payroll Processing, see the job aid titled PY381 Extended Leave Processing located on the Cardinal Website in Job Aids under Learning.

The page refreshes.

Payroll for North America

Pay Group NS1 S/M Class No Sal (SUNSAT07)
Employee Type S Salaried Holiday Schedule HOLSTD HolSch-STD
Tax Location Code 760 Richmond (City)
GL Pay Type
FICA Status Subject
Combination Code

The remaining fields in the **Payroll for North America** section update based on the pay group selected. Review as needed.

- Scroll down as needed and click the **Save** button.



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Save Return to Search Notify Refresh Update/Display Include

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

Running the Employee Activity Report

14. To run the Employee Activity Report for the employee, use the following navigation:
Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report
15. Run the **Employee Activity Report** for the employee.
Note: For further information on reports, see the **HCM Reports Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.
16. Print the report and place the printed transaction in the employee file for future audit requests.

Updating the Pay Group for Leave Processing

If the effective date of the leave transaction does not fall on the first date of the pay period, a new row must be added in order to update the pay group using an Effective Date of the first day of the next pay period.

17. Navigate to the **Job Data** page using the following path:
Navigator > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.

Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with []

Empl Record = []

Name begins with []

Last Name begins with []

Second Last Name begins with []

Alternate Character Name begins with []

Middle Name begins with []

☐ Include History ☐ Correct History ☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria



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18. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.
19. Click the **Search** button.

Cardinal HR system interface showing the 'Job Data' tab. The 'Work Location' tab is selected. The 'Empl ID' field contains '00923581900' and 'Empl Record' is '0'. The 'Work Location Details' section shows fields for *Effective Date (01/10/2021), Effective Sequence (0), HR Status (Active), Payroll Status (Leave of Absence), *Action (Leave of Absence - Unpaid), Reason (Leave of Absence Personal), and *Job Indicator (Primary Job). A red box highlights the 'Go To Row' button with a '+' icon.

20. Click the **Add a New Row** icon (+) to add a new effective dated row.
- A new effective dated row displays.

Cardinal HR system interface showing the 'Job Data' tab. The 'Payroll' tab is selected. The 'Empl ID' field contains '00923581900' and 'Empl Record' is '0'. The 'Work Location Details' section shows fields for *Effective Date (01/10/2021), Effective Sequence (0), HR Status (Active), Payroll Status (Leave of Absence), *Action (Data Change), Reason (Status Change), and *Job Indicator (Primary Job). A red box highlights the 'Go To Row' button with a '+' icon.

Note: When adding a new effective dated row, Cardinal copies the data from the previous row to reduce the amount of data entry required.

21. The **Effective Date** field defaults to the current system date. Update this date to be the first day of the next pay period.
22. Select the **"Data Change"** option in the **Action** field using the drop-down button.
23. Select the **"Status Change"** option in the **Reason** field using the drop-down button.
24. Click the **Payroll** tab.



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Job Data

Work Location | Job Information | Job Labor | **Payroll** | Salary Plan | Compensation

Empl ID: [] Empl Record: 0

Employee: []

Payroll Information ?

Effective Date: 01/10/2021 Action: Data Change
Effective Sequence: 0 Reason: Status Change
HR Status: Active Job Indicator: Primary Job
Payroll Status: Leave of Absence

Payroll System: Payroll for North America
Absence System: Absence Management

Payroll for North America ?

Pay Group: SM1 Semimonthly Class (SATFRI07)
Employee Type: S Salaried
Tax Location Code: 760 Richmond (City)
Holiday Schedule: HOLSTD HolSch-STD

Go To Row

25. Click the **Pay Group** field **Look Up** icon and select the “**NS1 – S/M Class No Sal (SUNSAT07)**” pay group. This will stop the salary from processing automatically. No pay will be on the Paysheet created unless additional pay (i.e., severance pay) or Single Use Payroll Online Tool (SPOT) transactions have been entered for the employee.

Note: For more information about Payroll Processing, see the job aid titled PY381 Extended Leave Processing located on the Cardinal Website in Job Aids under Learning..

Save | Return to Search | Notify | Refresh | Update/Display | Include

Work Location | Job Information | Job Labor | **Payroll** | Salary Plan | Compensation

26. Click the **Save** button.
- The Payroll tab will refresh.



Human Resources Job Aid

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Work Location | **Job Data**

Work Location | Job Information | Job Labor | **Payroll** | Salary Plan | Compensation

Employee | Empl ID | Empl Record 0

Payroll Information ?

Effective Date 01/10/2021 | Action Data Change | Go To Row

Effective Sequence 0 | Reason Status Change

HR Status Active | Job Indicator Primary Job

Payroll Status Leave of Absence

Payroll System Payroll for North America | Current

Absence System Absence Management

Payroll for North America ?

Pay Group NS1 | S/M Class No Sal (SATFRI07)

Employee Type S | Salaried | Holiday Schedule HOLSTD | HolSch-STD

Tax Location Code 760 | Richmond (City)

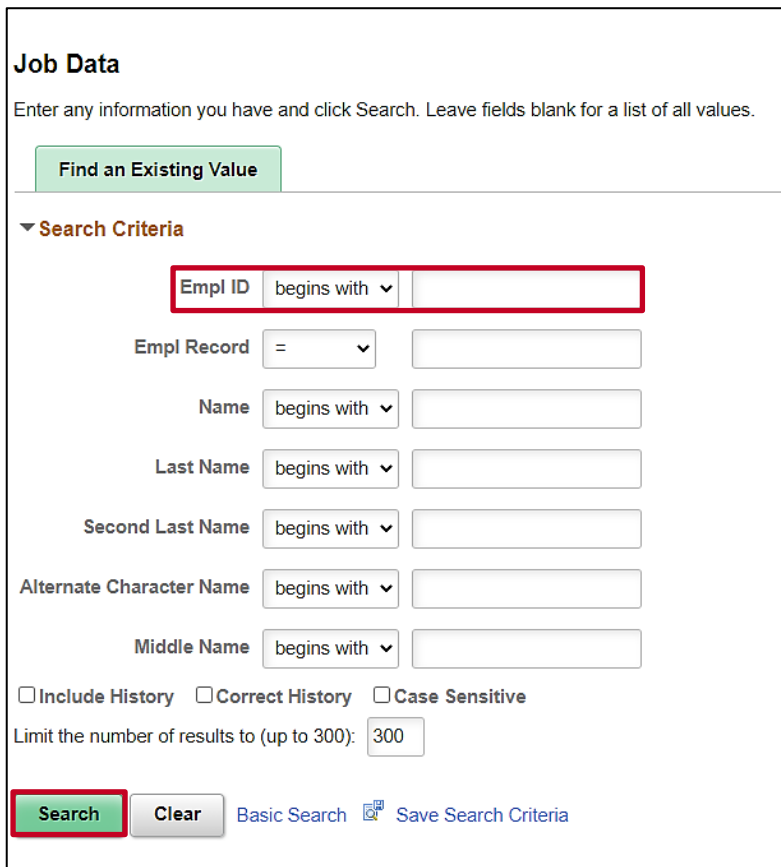
27. To run the **Employee Activity Report** for the employee, use the following navigation:
Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report
28. Run the **Employee Activity Report** for the employee.
Note: For further information on reports, see the **HCM Reports Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.
29. Print the report and place the printed transaction in the employee file for future audit requests.

Extend a Leave of Absence

1. Navigate to the Job Data page using the following path:

Navigator > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.



Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with ▼

Empl Record = ▼

Name begins with ▼

Last Name begins with ▼

Second Last Name begins with ▼

Alternate Character Name begins with ▼

Middle Name begins with ▼

☐ Include History ☐ Correct History ☐ Case Sensitive

Limit the number of results to (up to 300):

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

2. Search for the applicable employee by entering the Employee ID or known portion of the Employee ID in the **Empl ID** field.
3. Click the **Search** button.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. For further information on searching for employees, refer to the WBT **NAV205 Fluid Navigation Tips**. This WBT can be found on the Cardinal website under **Learning**.



Human Resources Job Aid

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The **Job Data** page for the applicable employee displays with the **Work Location** tab displayed by default.

Workforce Administrator Job Data

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Employee ID [redacted] Empl ID [redacted] Empl Record 0

Work Location Details ②

*Effective Date 11/01/2020 Job History Go To Row + -

Effective Sequence 0 *Action Paid Leave of Absence

HR Status Active Reason Personal

Payroll Status Leave With Pay *Job Indicator Primary Job

Position Number UMWHR015 Office Manager Current

Position Entry Date 06/02/2020 Position Management Record

- Click the **Add a New Row** icon (+) to add a new effective dated row.

A new effective dated row displays.

Workforce Administrator Job Data

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Employee ID [redacted] Empl ID [redacted] Empl Record 0

Work Location Details ②

*Effective Date 11/30/2020 Job History Go To Row + -

Effective Sequence 0 *Action Paid Leave of Absence

HR Status Active Reason Personal

Payroll Status Leave With Pay *Job Indicator Primary Job

Position Number UMWHR015 Office Manager Current

Position Entry Date 06/02/2020 Position Management Record

Note: When adding a new effective dated row, Cardinal copies the data in the previous row to reduce the amount of data entry required.

- The **Effective Date** field defaults to the current system date. Update this date as needed using the **Calendar** icon.

Note: For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

- Select the **"Data Change"** option using the **Action** field drop-down button.



Human Resources Job Aid

HR351: Managing Leaves of Absence

7. Select the applicable reason in the **Reason** field using the drop-down button. While multiple options are available, only select either “**Paid Leave Extension**” or “**Unpaid Leave Extension**”.

Note: For further information on actions and action reasons, see the Job Aid titled **HR351 Action/Action Reasons**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

8. Once the applicable reason is selected, press the **TAB** key.

The **Job Data** page refreshes.

Work Location Details

*Effective Date: 11/30/2020

Effective Sequence: 0

HR Status: Active

Payroll Status: Leave With Pay

*Action: Data Change

Reason: Paid Leave Extension

*Job Indicator: Primary Job

Position Number: UMWHR015

Position Entry Date: 06/02/2020

9. The **HR Status** and **Payroll Status** fields automatically update after selecting the action and action reason. Validate that the HR status displays as “**Active**” and the Payroll status displays as “**Leave with Pay**” or “**Leave of Absence**”.
10. Scroll down to the bottom of the page.

Company: UMW

Business Unit: 21500

Department: 203201

Department Entry Date: 06/02/2020

Location: CENTR

Establishment ID: UMW

Last Start Date: 06/02/2020

Expected Job End Date:

Expected Return Date: 12/15/2020

Last Date Worked: 10/31/2020

STD Claim Number:

☐ Override Last Date Worked

☐ Layoff Notice Date

☐ Recall Eligibility Flag

Save

11. The initially selected expected date of return is displayed by default. Update the expected date of return for the employee using the **Expected Return Date Calendar** icon.
12. Click the **Save** button.



Human Resources Job Aid

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The **Job Data** page refreshes.

Workforce Administrator Job Data

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Employee ID 0 Empl Record 0

Employee

Work Location Details ?

*Effective Date 11/30/2020 Job History Go To Row + -

Effective Sequence 0

HR Status Active

Payroll Status Leave With Pay

*Action Data Change

Reason Paid Leave Extension

*Job Indicator Primary Job

Position Number UMWHR015 Office Manager

Override Position Data

Position Entry Date 06/02/2020 Position Management Record

13. To run the Employee Activity Report for the employee, use the following navigation:
Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report
14. Run the Employee Activity Report for the employee.
Note: For further information on reports, see the **HCM Reports Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.
15. Print the report and place the printed transaction in the employee file for future audit requests.

Return from Leave of Absence

1. Navigate to the **Job Data** page using the following path:

Navigator > Workforce Administration > Job Information > Job Data

The **Job Data Search** page displays.

Job Data
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with


Middle Name begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Limit the number of results to (up to 300):

Search

Clear

Basic Search  Save Search Criteria

2. Search for the applicable employee by entering the Employee ID the **Empl ID** field.
3. Click the **Search** button.

Note: You can also search by Employee Record or Name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. For further information on searching for employees, refer to the WBT **NAV205 Fluid Navigation Tips**. This WBT can be found on the Cardinal website under **Learning**.



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The **Job Data** page for the applicable employee displays with the **Work Location** tab displayed by default.

The screenshot shows the 'Job Data' page with the 'Work Location' tab selected. The page displays the following fields:

- Effective Date: 01/10/2021
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Leave of Absence
- Action: Data Change
- Reason: Status Change
- Job Indicator: Primary Job

A red box highlights the 'Go To Row' button with a '+' icon, indicating the option to add a new row.

- Click the **Add a New Row** icon (+) to add a new effective dated row.

A new effective dated row displays.

The screenshot shows the 'Job Data' page with the 'Work Location' tab selected. The page displays the following fields:

- Effective Date: 01/25/2021
- Effective Sequence: 0
- HR Status: Active
- Payroll Status: Active
- Action: Return from Leave
- Reason: Return From Leave
- Job Indicator: Primary Job

Red boxes highlight the Effective Date, HR Status, Payroll Status, and Action/Reason fields, indicating the updated data for the new row.

Note: When adding a new effective dated row, Cardinal copies the data in the previous row in an effort to reduce the amount of data entry required.

- The **Effective Date** field defaults to the current system date. Update this date as needed using the **Calendar** icon.

Note: If the effective date of the Return from Leave transaction is not the first day of the pay period, another row must be added (using an action/reason of Data Change/Status Change) to the job record after this one is saved in order to update the **Pay Group** on the **Payroll** tab using an effective date of the first day of the next pay period.

- Select the **"Return from Leave"** option using the **Action** field drop-down button.



Human Resources Job Aid

HR351: Managing Leaves of Absence

7. Select the “**Return from Leave**” option using the **Reason** field drop-down button.
8. Once the applicable reason is selected, press the **TAB** key.
9. The **HR Status** and **Payroll Status** fields automatically update after selecting the action and action reason. Validate that the HR status displays as “**Active**” and the Payroll status displays as “**Active**”.

Cardinal Homepage Job Data

Work Location Job Information Job Labor **Payroll** Salary Plan Compensation

Employee Empl ID Empl Record 0

Work Location Details ?

*Effective Date 01/25/2021 Go To Row + -

Effective Sequence 0

HR Status Active

Payroll Status Active

*Action Return from Leave

Reason Return From Leave

*Job Indicator Primary Job

Current

10. Click the **Payroll** tab.

Note: If your agency does not use Cardinal Payroll, proceed to Step 13.

The **Payroll** tab displays.

Payroll Information ?

Effective Date 01/25/2021 Go To Row

Effective Sequence 0

HR Status Active

Payroll Status Active

Action Return from Leave

Reason Return From Leave

Job Indicator Primary Job

Current

Payroll System Payroll for North America

Absence System Absence Management

Payroll for North America ?

Pay Group NS1 S/M Class No Sal (SATFRI07)

Employee Type S Salaried

Holiday Schedule HOLSTD HolSch-STD

Tax Location Code 760 Richmond (City)

GL Pay Type

FICA Status Subject

11. Click the **Pay Group** field **Look Up** icon and select the employee’s appropriate pay group to reactivate the automatic Paysheet creation.

Note: If the effective date of the return from leave transaction is not the first day of the pay period, a new row must be added to the job record with an effective date of the first day of the pay period in order to make this update.



Human Resources Job Aid

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- If the employee was on a Short Term Disability leave of absence, update the **Holiday Schedule** back to the appropriate option.

Save Return to Search Notify Refresh Update/Display Include

Work Location | Job Information | Job Labor | Payroll | Salary Plan | Compensation

- Click the **Save** button.

The **Payroll** tab refreshes.

< Cardinal Homepage Job Data New Window |

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Empl ID
Employee Empl Record 0

Work Location Details ? 1 of 2

*Effective Date 01/25/2021 Go To Row + -

Effective Sequence 0

HR Status Active

Payroll Status Active

*Action Return from Leave

Reason Return From Leave

*Job Indicator Primary Job

Current

- To run the Employee Activity Report for the employee, use the following navigation:
Navigator > Workforce Administration > Job Information > Reports > Employee Activity Report
 - Run the Employee Activity Report for the employee.
- Note:** For further information on reports, see the **HCM Reports Catalog**. The HCM Reports Catalog can be found on the Cardinal website under **Resources**.
- Print the report and place the printed transaction in the employee file for future audit requests.